



Shire of **Ngaanyatjaraku**

ON A JOURNEY

# MINUTES

**Ordinary Council Meeting  
25 March 2026**

**10.00am**

**Notice Paper**

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## Ordinary Council Meeting 25 March 2026

The Chief Executive Officer recommends the endorsement of these minutes at the next Ordinary Meeting of Council.



**David Mosel**  
Chief Executive Officer

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The minutes were confirmed by Council as a true and correct record of proceedings of the Meeting of Council held on 25 March 2026.

**Damian McLeod**  
Shire President  
29 April 2026

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## 1. DECLARATION OF OPENING

Meeting declared open by the Presiding Member at 10.10 am.

## 2. ANNOUNCEMENT OF VISITORS

Welcoming and recording of visitors to the public gallery by the Presiding Member.

## 3. RECORD OF ATTENDANCE

### 3.1 Attendees

<b>Elected Members:</b>	President Councillor Councillor Councillor Councillor	D McLean J Frazer J Porter D Frazer P Thomas
<b>Staff:</b>	CEO HR Coordinator A/Finance Manager Governance Manager Administration Coordinator	D Mosel M Roberts M Parr T Baldock (via video conference) T Green
<b>Guests:</b>	Judy Thompson – UHY Haines Norton	
<b>Members of the Public:</b>	There were no members of the public in attendance at the commencement of the meeting.	

### 3.2 Apologies

Nil

### 3.3 Approved Leave of Absence

Nil

## 4 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 5 DECLARATION OF INTEREST

Nil

## 6 PUBLIC QUESTIONS

### 6.1 Response to Previous Public Questions Taken on Notice

Nil

### 6.2 Public Questions

Questions invited from the public gallery by the Presiding Member.

**7 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION**

**8 RECEIVING OF PETITIONS, PRESENTATIONS AND DEPUTATIONS**

**8.1 Petitions**

No petitions have been received.

**8.2 Presentations**

No awards or gifts have been accepted by the Council on behalf of the Shire of Ngaanyatjarraku or the community.

**8.3 Deputations**

No requests to formally address the Council have been received.

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## 9 CONFIRMATION OF MINUTES

### 9.1 Confirmation of Minutes from the Ordinary Meeting of Council Held on 25 February 2026.

**Voting Requirement**  
Simple majority

#### **Council Resolution & Officers Recommendation**

**Moved: Cr D Frazer                      Seconded: Cr J Porter**

That the minutes of the Ordinary Council Meeting held on 25 February 2026 at the Council Chambers, Tjulyuru Cultural and Civic Centre, Warburton Community be confirmed as a true and accurate record of that meeting.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 10 CHIEF EXECUTIVE OFFICER REPORTS

### 10.1 Council Investment Report – February 2026

<b>File Reference:</b>	FM.04
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	18th March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

#### Summary

For Council to be advised of the Shires Municipal Account and Investments for December 2025 and January 2026

#### Background

To invest the Shire of Ngaanyatjarraku surplus funds with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that liquidity requirements are being met.

#### Comment

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Shire's risk tolerance. Any additional target set by the Shire will also consider the risk limitation and prudent investment principles.

Attached is a copy of the Shire Investment Register recording the details of these longer-term investments.

In a previous report within the agenda, the Shire Investments were presented. This report reflects the reconciliation of bank & investment accounts reported in the monthly financial report under Note 2 Cash & Cash Equivalent (August 2025).

#### Statutory Environment

*Local Government Act 1995, Section 6.14 – Power to Invest*

- (2) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1)*
- (2) *Regulations in relation to investments by local governments may –*
- (e) *Make provision in respect of the investment of money referred to in subsection (1); and*
  - (e) *[deleted]*
  - (e) *Prescribe circumstances in which a local government is required to invest money held by it; and*
  - (e) *Provide for the application of investment earnings; and*
  - (e) *Generally, provide for the management of those investments.*

*Local Government (Financial Management) Regulations 1996*

*Regulation 19 – Investment of money, restrictions on (Act s. 6.14 (2)(a))*

- (2) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
- (2) *The control procedures are to enable the identification of –*
- (b) *The nature and location of all investments; and*
  - (b) *The transactions related to each investment.*

*Regulation 19C – Investment of money, restrictions on (Act s. 6.14 (2)(a))*

- (1) *In this regulation –*
- Authorised institution means –*
- (b) *An authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) Section 5; or*
  - (b) *The Western Australian Treasury Corporation established by the Western Australia Treasury Corporation Act 1986;*

*Foreign currency means a currency except the currency of Australia.*

- (2) *When investing money under section 6.14 (1), a local government may not do any of the following –*
- (e) *Deposit with an institution except an authorised institution;*
  - (e) *Deposit for a fixed term of more than 3 years;*

- (e) *Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
- (e) *Invest in bonds with a term to maturity of more than 3 years;*
- (e) *Invest in a foreign currency.*

### **Financial Implications**

There are no known financial implications for this matter.

### **Strategic Implications**

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

Corporate Policy. Finance 2.12 – Invest.

### **Attachments**

Attachment 10.1 Investment Register February 2026

#### **Council Resolution & Officers Recommendation**

**Moved: Cr D Frazer**

**Seconded: Cr J Frazer**

That Council note the Council Investment Register detailing investment activity for February 2026 within the Financial report. (Attachment 10.1).

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 10.2 Payments by Employees Via Purchasing Cards 27 January to 26 February 2026

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	20 March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

### Summary

To provide Council with the list of payments made by authorised employees using transaction cards for the period 27 November 2025 to 26 January 2026.

### Background

On 1 September 2023, Regulation 13A of the *Local Government (Financial Management) Regulations 1996* was introduced requiring local governments to prepare a list of all payments made by an authorised employee using a credit, debit or other purchasing card.

Credit card payments were previously included in the accounts for payment listing presented to Council and are now provided as a separate attachment to distinguish these from the list of account payments made under delegated authority.

The listing of relevant cards has been prepared to highlight the information required by legislation:

- (a) the payee's name;
- (b) the amount of the payment;
- (c) the date of the payment;
- (d) sufficient information to identify the payment.

### Comment

Purchasing card payments for the period 27 January to 26 February 2026. via credit card payments totalling \$9242.36 are presented to Council to be received.

The attached schedule provides the information required by legislation. A detailed copy of the payments and statements with supporting information will be kept in the Finance Office.

The list of payments made by authorised employees using transaction cards to be received by Council for the period 27 January 2026 to 26 February 2026 (Attachment 10.2) are presented to Council.

### **Statutory Environment**

*Regulation 13A of the Local Government (Financial Management) Regulations 1996 provides that a list of all payments made by an authorised employee using a credit, debit or other purchasing card be prepared and presented to Council.*

*This list must include all payments made since the list was last prepared and presented to Council and included in the minutes of the meeting.*

### **Financial Implications**

Expenditure relating to payments made using transaction cards is included in the 2025/26 budget.

### **Strategic Implications**

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Attachment 10.2– Schedule of Payments Made by Employees via Purchasing Cards –27 January to 26 February 2026

### **Council Resolution & Officers Recommendation**

**Moved: Cr J Porter**

**Seconded: Cr P Thomas**

That Council receive the listing of payments made by authorised employees using transaction cards for the period of 27 January 2026 to 26 February 2026 (Attachment 10.2)

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

### 10.3 Chief Executive Officer Report

<b>File Reference:</b>	GV.05
<b>Reporting Officer:</b>	David Mosel, Chief Executive Officer
<b>Date Report Written:</b>	18 March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Information Only report

#### Summary

This monthly report provides Council with a regular update of key activities and issues of the Chief Executive Officer (CEO) and is provided for information.

The CEO was on leave from 19 January to 10 February but maintained regular communication with the Shire President and staff via phone and online to discuss Council business.

Calendar of meetings and events		Meeting Format
<b>February</b>		
21	Budget Review	Online
23	Market Creations fortnightly meeting	Online
	Finance Meeting	In person
24	Commonwealth Bank meeting	Online
25	Road Asset project update	Online
	Council Meeting	In person
	HR Meeting	Online
27	Shire Security Camera meeting	In person
28	CEO Travel – Warburton to Leonora	
<b>March 2026</b>		
1	CEO Travel – Leonora to Perth	
2	Building Maintenance Officer meeting	In person

3	Meeting with Ngaanyatjarra Council CEO	In person
	Meeting with Ngaanyatjarra, General Manager Infrastructure Services	In person
	CEO Travel Perth to Home	
4	CouncilFirst meeting	In person
	Chair OHDC meeting	Phone
	Goldfield-Esperance District Emergency Management Committee	Online
	NG Council – Outback Highway meeting	Phone
5	LGIS – Pre renewal meeting	Online
6	GVROC CEO’s meeting	Online
	OHDC Special Meeting	Online
7	KnowLedge RFQ – Building Valuations	Online
	Market Creations fortnightly meeting	Online
	CEO Travel Home to Perth	
10	Building Valuations RFQ discussion	Online
	Emergency Services meeting with DFES	In person
11	LGIS meeting - Claims discussion	In person
	Meeting with NG Council, GM Infrastructure Services	In person
	Pitcher Partners – Auditors meeting	In person
	CEO Travel Perth to Home	
12	Team Meeting	Online
	Meeting with KnowLedge – Building Valuations	Online
	GEDC – Fortnightly meeting	Online

13	CouncilFirst meeting	In person
	Technical Working Group meeting	Online
	Northern Goldfields Working Group meeting	Online
16	Shire President	Phone
	CouncilFirst	Phone
	Cr Thomas	Phone
17	RWC Quarterly Meeting	Online
18	Warnpurru Relationship Meeting	Online
	Meeting with OHDC General Manager	Phone
19-20	CEO Travel – Home to Warburton	

#### **Council Resolution & Officers Recommendation**

**Moved: Cr P Thomas**

**Seconded: Cr D Frazer**

That Council receive the Chief Executive Officers Report for 21 February to 20 March 2026.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

#### 10.4 Council Resolution Register

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	18 March 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

#### Background

To update Council on the status of outstanding resolutions at the time of the agenda preparation and allow Council to confirm resolutions market as complete.

#### Comment

The attached register lists all Council resolutions since 2024 that are still in progress or not yet confirmed. It includes the meeting date, the latest progress commentary (if applicable), the status of each decision (Not Stared, IN progress, on hold or Complete), the intended date of completion and the responsible officer,

A Council decision that acknowledges the Council Resolution Register as a true and correct record, will confirm that Council is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council. These decisions will then be closed by Administration and will no longer appear on the next Council Resolution Register. Confidential decisions that are still outstanding will be listed separately in the Council Resolution database and not included in this report.

If a Council member wishes to discuss a confidential decision, Council must move into confidence in accordance with section 5.23 of the Local Government Act 1999.

The attached Resolution Register will include decisions that are fully completed and confirmed from the previous month's meeting. A full version, including all resolutions is available to Council members upon request.

#### Statutory Environment

Nil

#### Financial Implications

There are no financial implications of adopting this resolution.

#### Strategic Implications

Nil.

#### Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is "Low" risk and can be managed by routine procedures and is unlikely to need specific application of resources.

## Policy Implications

Nil

## Attachment

10.4 Council Resolution Register

### **Council Resolution & Officers Recommendation**

**Moved: Cr P Thomas**

**Seconded: Cr D Frazer**

That Council receive the Council Resolution Register for February 2026 as presented in this meeting agenda, as a true and correct record, and confirms that it is satisfied that decisions marked as 'complete' have been fully enacted to the satisfaction of Council (Attachment 10.4)

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

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## 10.5 Waiving of Rent – Lot 183 Warburton - Early Learning Centre and Lot 255B Motel Street, Warburton

File Reference:	GV.05
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	18 March 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Absolute Majority

### Summary

Council to consider continuing to waive rent on the Early Learning building and staff housing for the Ngaanyatjarra Council Group to support the community program.

### Background

While the Ngaanyatjarra Council Group is finalising arrangements for ongoing playgroup program funding, the Shire of Ngaanyatjarraku supports them by providing rent-free access to Lot 183 Warburton (Early Years Complex) and Lot 255B (staff housing). This arrangement is for three-month periods, with a review after each term. In December 2025, a resolution was made to reconsider the rent waiver in March 2026.

### Comment

The Shire contacted the Ngaanyatjarra Council in January 2026, referencing the renewed commitment from December 2025 and requested an update be provided to advise of the status of the program to assist with the reporting to Shire. No formal response has been received to date.

It is therefore recommended that the Shire continue to waive the rent on Lot 255B Warburton and Lot 183 Warburton on a month-to-month arrangement, for a further three months with a report to Council to review the arrangement in June 2026.

### Statutory Environment

*Local Government Act 1995*

#### 2.7. Role of council

(1) The council —

- (a) governs the local government's affairs; and
- (b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to -

- (a) oversee the allocation of the local government's finances and resources; and
- (b) determine the local government's policies.

### Financial Implications

The current rent is set at \$552.00 per week, according to the 2025-2026 Schedule of Fees and Charges. The Shire Council has the power to rent staff housing for less than the Adopted Fees and Charges set by Council.

### **Strategic Implications**

Plan for the Future 2021 – 2031

Goal 1, Our People: looking after our people.

Outcome 3, Informed People.

Strategy 3.1, Support education opportunities and advocate for appropriate education services.

Action 3.1.1, Advocate for early years learning service.

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

Nil

#### **Council Resolution & Officers Recommendation**

**Moved: Cr D Frazer**

**Seconded: Cr J Porter**

That Council by absolute majority

1. Authorises the CEO to waive adopted fees and charges for the rental of Lot 183 Warburton (Early Learning Complex) and Lot 255b Motel Street, Warburton and
2. Authorises Lot 183 Warburton (Early Learning Complex) and Lot 255b Motel Street, Warburton to be provided to Ngaanyatjarraku Council Group on a month-to-month basis, to be reviewed in three (3) months (June 2026).
3. Authorises the CEO to provide to NG Council for a period of three months and to execute a lease agreement for both properties.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 10.6 WALGA Position – Consultation Paper on Electoral Reform

File Reference:	GV.00
Reporting Officer:	David Mosel, Chief Executive Officer
Date Report Written:	19 March 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Summary

To present to Council the Western Australian Local Government Association (WALGA) Sector Consultation – Electoral Reform Discussion Paper and seek Council endorsement of a submission to WALGA by 27 March 2026.

### Background

WALGA is undertaking sector consultation to inform its advocacy on potential Local Government electoral reforms that may be proposed by the State Government. The consultation has been prompted by public statements from the Minister for Local Government, Hon Hannah Beazley MLA, indicating support for:

- full spill Local Government elections every four years; and
- compulsory voting at Local Government elections.

At this stage, no formal reform proposals have been released by the State Government. WALGA is proactively seeking Council-endorsed feedback from Local Governments to ensure its advocacy positions reflect current sector views and enable timely engagement should reform proposals proceed.

An Info page and Discussion Paper were circulated to all Local Governments in February 2026, requesting Council-endorsed responses by **Friday, 27 March 2026**.

### Comment

Western Australia currently conducts biennial Local Government elections, with half of Council positions spilled every two years for four-year terms. All other Australian jurisdictions operate on a full spill, four-year election cycle.

Key considerations for Council in assessing election frequency options (half spill every two years versus full spill every four years) include:

- Voter participation, fatigue and engagement
- Continuity, corporate knowledge and mentoring
- Whole-of-Council mandate and collective accountability
- Candidate recruitment and contested election
- Administrative workload and cost drivers

- Extraordinary vacancies, backfilling, and alignment of terms

Key considerations for Council in assessing Compulsory or non-compulsory voting

In considering voting arrangements, the Shire notes the following key considerations:

- Participation and legitimacy
- Community engagement
- Administrative and enforcement
- Eligibility considerations
- Cost and election frequency

Voting arrangements should be reviewed holistically, with careful consideration of local impacts, rather than automatically linked to election frequency.

### **Statutory Environment**

*Local Government Act 1995*

*Division 5, Section 1.4A of the Local Government Act 1995.*

### **Financial Implications**

There are no direct financial implications associated with providing feedback to WALGA. However, any future changes to election frequency or voting requirements may have financial implications for the Shire, noting that precise cost impacts are currently unclear due to limitations in available cost modelling.

### **Strategic Implications**

Plan for the Future 2021 – 2031

Our Leadership

Outcome 8 – A well function organisation

8.1 Maintain corporate governance, responsibility and accountability

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

Nil

### **Voting Requirements**

Simple Majority

### **Attachments**

10.6a WALGA Draft – Discussion Paper – Electoral Reform

10.6b Info Page – Sector Consultation Electoral Reforms.

**Council Resolution & Officers Recommendation**

**Moved: Cr P Thomas**

**Seconded: Cr J Frazer**

That Council:

1. Receive the report titled *Council Report – WALGA Sector Consultation on Electoral Reform* and Electoral reform discussion paper
2. Provides feedback to WALGA that:
  - Election Frequency - Council supports four-year terms with elections held every two years (two-year spills)
  - Voting - Council supports the continuity of voluntary voting for local government elections.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

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## 10.7 Policy Update – Work Health and Safety Policy and Employee Code of Conduct

File Reference:	GV.00
Reporting Officer:	Michelle Roberts, Human Resource Coordinator
Date Report Written:	19 March 2026
Disclosure of Interest:	The author has no financial, proximity, or impartiality interests in the proposal.
Voting Requirement:	Simple Majority

### Summary

To present the updated Work Health and Safety (WHS) Policy to Council for adoption and to provide the updated Employee Code of Conduct to Council for information and feedback.

### Background

The Shire's Employee Code of Conduct and Work Health and Safety (WHS) Policy have undergone a review to ensure they remain current, compliant with legislative requirements, and reflective of contemporary governance and operational practices.

The review was undertaken to align the documents with current legislation, best practice guidance, and the Shire's operational environment.

### Comment

#### **Employee Code of Conduct**

The Employee Code of Conduct has been reviewed and updated with reference to guidance and resources provided by the Western Australian Local Government Association (WALGA), including advice from the WALGA Employee Relations team.

Key updates and clarifications within the Employee Code of Conduct include:

- alignment with section 5.51A of the *Local Government Act 1995* and Part 4A of the *Local Government (Administration) Regulations 1996*;
- clearer articulation of expected standards of professional conduct, ethical behaviour, honesty, integrity and performance of duties;
- strengthened provisions relating to conflicts of interest, disclosure of interests, gifts, secondary employment and use of Shire resources;
- updated guidance on professional communications, personal communications and social media use including expectations when representing the Shire externally;
- Reinforced expectations regarding respectful workplace behaviour, cultural awareness and appropriate engagement with the community;

- Strengthened alignment with other Shire policies and procedures, including governance, human resources and WHS frameworks;
- clearer processes for reporting and handling suspected breaches of the Code, including unethical, fraudulent, dishonest, illegal or corrupt behaviour with an emphasis on early reporting; and
- clarification of employee responsibilities in maintaining respectful workplace relationships and dealing with the community.

The updated Employee Code of Conduct is provided to Council for information.

### **Work Health and Safety (WHS) Policy**

The WHS Policy was reviewed in consultation with the Shire's LGIS WHS Consultant and updated to reflect the requirements of the *Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*.

The revised policy reinforces the Shire's obligations as a Person Conducting a Business or Undertaking (PCBU) and provides clearer guidance on workplace health and safety responsibilities across all levels of the organisation, with a stronger focus on risk management and recognition of the Shire's remote operating environment.

The updated WHS Policy is presented to Council for adoption.

Once finalised, both documents will replace the existing versions currently published on the Shire's website.

### **Statutory Environments**

*Work Health and Safety Act 2020* and the *Work Health and Safety (General) Regulations 2022*.

The Employee Code of Conduct aligns with section 5.51A of the *Local Government Act 1995* and Part 4A of the *Local Government (Administration) Regulations 1996*.

### **Financial Implications**

Nil

### **Strategic Implications**

Plan for the Future 2021 – 2031

Our Leadership

Outcome 8 – A well function organisation

8.1 Maintain corporate governance, responsibility and accountability

8.1.1 Maintain effective policies, procedures and practices

## Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

## Policy Implications

- Policy 3.4 - Work Health and Safety (WHS)
- Employee Code of Conduct

## Voting requirement

Simple Majority

## Attachments

10.7a Employee Code of Conduct 2026

10.7b Policy 3.4 Work Health and Safety Policy 2026

### Council Resolution & Officers Recommendation

**Moved: Cr J Frazer**

**Seconded: Cr D Frazer**

1. That Council adopts the updated Policy 3.4 - Work Health and Safety (WHS) Policy as presented and
2. Receives the updated Employee Code of Conduct for information.

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## OPERATIONAL REPORTS

### 11.1 Action Report – Operational Services

<b>File Reference:</b>	CP.00, PE.00, RD.00, WM.00
<b>Business Area:</b>	Operations
<b>Reporting Officer:</b>	Marsel Toska, Building Maintenance Officer
<b>Date Report Written:</b>	20 March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

#### Summary

To inform Council of building maintenance, plant and equipment, road and waste activities and actions for the preceding month.

#### Background

Not applicable.

#### Comment

See attachment 11.1 for actions achieved.

#### Statutory Environment

Not applicable.

#### Financial Implications

There are no financial implications resulting for this matter.

#### Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

##### Goal 1 – Our People

Outcome 2 – Healthy People

Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

##### Goal 2 – Looking after our Land

Outcome 6 – Living on our Land

Strategy 6.1 – Maintain Shire owned buildings and facilities.

##### Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.2 – Provide a good place to work.

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

11.1 – Operations Report November 2025.

#### **Council Resolution & Officers Recommendation**

**Moved: Cr J Porter**

**Seconded: Cr D Frazer**

That Council receive the Operational Services Action Report for March 2026 (Attachment 11.1).

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 11.2 Action Report – Environmental Health Services

<b>File Reference:</b>	EM.00
<b>Business Area:</b>	Operations
<b>Reporting Officer:</b>	Environmental Health Officer
<b>Date Report Written:</b>	20 March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

### Summary

No report to be provided at this meeting.

### Background

Not applicable.

### Comment

No Environmental Health Officer visited the lands during the time of reporting.

### Statutory Environment

Not applicable.

### Financial Implications

There are no financial implications resulting for this matter.

### Strategic Implications

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 1 – Our People

Outcome 2 – Healthy People

Strategy 2.2 – Ensure appropriate regulatory health and waste services provision with funding.

### Risk Management

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### Policy Implications

There are no known policy implications for this matter.

### Attachments

Nil

## 12. CORPORATE AND COMMUNITY SERVICES REPORTS

### 12.1 Monthly Payments Listing – February 2026

<b>File Reference:</b>	FM.02
<b>Reporting Officer:</b>	Max Parr, Acting Finance Manager
<b>Date Report Written:</b>	11 March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

#### Summary

For Council to receive the list of payments made by authority as attached in the Monthly Payments Listing for February 2026 (Attachment 12.1).

#### Background

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, the Chief Executive Officer is required to present a list of payments to the Council at the next ordinary meeting of the Council after the list is prepared.

#### Comment

The list of payments made during the month of June is consistent with previous months, as per Attachment 12.1, though the payments made by employees who are authorised to use credit cards have been removed from this listing and are presented in a separate report and listing.

#### Statutory Environment

*Local Government (Financial Management) Regulations 1996*

*Section 13 – Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

1. *If the local government has delegated to the CEO the exercise of its powers to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*
  - a. *The payee's name; and*
  - b. *The amount of the payment; and*
  - c. *The date of the payment; and*
  - d. *Sufficient information to identify the transaction.*
  
2. *A list of accounts for approval to be paid is to be prepared each month showing –*
  - a. *For each account for approval to be paid is to be prepared each month showing –*
    - i. *The payee's name; and*
    - ii. *The amount of the payment; and*
    - iii. *Sufficient information to identify the transaction; and*

- b. *The date of the meeting of the council to which the list is to be presented.*
3. *A list prepared under sub regulation (1) or (2) is to be –*
  - a. *Presented to the council at the next ordinary meeting of the council the list is prepared; and*
  - b. *Recorded in the minutes of that meeting.*

### **Financial Implications**

The Shire makes annual budget allocations for payments of accounts.

### **Strategic Implications**

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

There are no known policy implications for this matter.

### **Attachments**

12.1 - Payment Listing February 2026

#### **Council Resolution & Officers Recommendation**

**Moved: Cr D Frazer**

**Seconded: Cr J Frazer**

That the Council received the monthly payment listing for February 2026 with payments of \$939,126.63 (Attachment 12.1)

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

## 12.2 Monthly Statement of Financial activity for the Month of February 2026

<b>File Reference:</b>	FM.10
<b>Reporting Officer:</b>	Max Parr, Acting Finance Manager
<b>Date Report Written:</b>	20 March 2026
<b>Disclosure of Interest:</b>	The author has no financial, proximity, or impartiality interests in the proposal.
<b>Voting Requirement:</b>	Simple Majority

### Summary

For Council to receive the monthly financial report for February 2026.

### Background

Council is to prepare monthly financial reports as required by the Local Government (Financial Management) Regulations 1996.

Council has resolved those details and explanations of the material variances reflected on the Statement of Financial Activity and are provided as required by Local Government (Financial Management) Regulation 34 (1)(d). The attached statements include details of variances between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold of \$20,000 or 10% whichever is the greater.

### Comment

Comments in relation to budget to actual variances are include below. Comments related to 'timing' refer to an estimate of when costs would occur at the time the budget was formulated versus the actual costs once incurred.

The variances noted in adopted month's Mid-year budget review report has been updated accordingly.

An Investment Report has been included in the current agenda and is presented as Note 2 (Cash & Equivalents) within this Month End Report attachment.

'Permanent' variances to note as at month end are:

- **Fees and Charges** – *Favourable*: Increase in income.
- **Interest** – *Favourable*: Increase interest received on investments as a result of higher interest rates.
- **Employee Costs** – *Favourable*: Reflects savings from current vacancies in budgeted positions.
- **Utility Charges** – *Favourable*: Caused by timing differences between budgeted and actual expenditure.
- **Depreciation** – The favourable variance in Plant & Equipment depreciation is due to depreciation expense not yet being fully allocated. Final allocation will

occur once the reconciliation of sales and purchases of new plant is completed.

- **Other Expenditure – Favourable:** General underspending across various accounts.

## Statutory Environment

### *Local Government (Financial Management) Regulations 1996*

#### *Regulation 34. Financial activity statement required each month (Act s. 6.4)*

(1A) In this regulation —

*committed assets* means revenue unspent but set aside under the annual budget for a specific purpose.

1. A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for the previous month (the *relevant month*) in the following detail —

- annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
- budget estimates to the end of the relevant month; and
- actual amounts of expenditure, revenue and income to the end of the relevant month; and
- material variances between the comparable amounts referred to in paragraphs (b) and (c); and
- the net current assets at the end of the relevant month and a note containing a summary explaining the composition of the net current assets.

(1B) The detail included under subregulation (1)(e) must be structured in the same way as the detail included in the annual budget under regulation 31(1) and (3)(a).

(1C) Any information relating to exclusions from the calculation of a budget deficiency that is included as part of the budget estimates referred to in subregulation (1)(a) or (b) must be structured in the same way as the corresponding information included in the annual budget.

(2) Each statement of financial activity is to be accompanied by documents containing —

- [deleted]
- an explanation of each of the material variances referred to in subregulation (1)(d); and
- such other supporting information as is considered relevant by the local government.

(3) The information in a statement of financial activity must be shown according to nature classification.

- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the relevant month; and
  - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

*Regulation 35. Financial position statement required each month.*

- (1) A local government must prepare each month a statement of financial position showing the financial position of the local government as at the last day of the previous month (the *previous month*) and —
  - (a) the financial position of the local government as at the last day of the previous financial year; or
  - (b) if the previous month is June, the financial position of the local government as at the last day of the financial year before the previous financial year.
- (2) A statement of financial position must be —
  - (a) presented at an ordinary meeting of the council within 2 months after the end of the previous month; and
  - (b) recorded in the minutes of the meeting at which it is presented.

### **Financial Implications**

Monthly financial reporting is a primary financial management and control process. It provides the Council with the ability to oversee the Shire's financial performance against budgeted targets.

### **Strategic Implications**

Shire of Ngaanyatjarraku Plan for the Future 2021-2031

#### Goal 3 – Our Leadership

Outcome 8 – A well-functioning Organisation

Strategy 8.1 – Maintain corporate governance, responsibility, and accountability.

### **Risk Management**

This item has been evaluated against the Shire of Ngaanyatjarraku Risk Management Framework, Risk Assessment Matrix. The perceived level of risk is “Low” risk and can be managed by routine procedures and is unlikely to need specific application of resources.

### **Policy Implications**

No policy implications apply in the preparation of this report.

### **Attachments**

12.2 Monthly Financial Report February 2026

**Council Resolution & Officer Recommendation**

**Moved: Cr J Frazer**

**Seconded: Cr P Thomas**

That Council receive the Monthly Financial Report for the period ending 28 February 2026 (Attachment 12.2).

**Carried 5/0**

**Voting For: Cr D McLean, Cr D Frazer, Cr J Porter, Cr P Thomas, Cr J Frazer**

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**13. NEW BUSINESS OF AN URGENT NATURE AS ADMITTED BY DECISION**

**14. CONFIDENTIAL ITEMS**

**15. NEXT MEETING**

The next meeting is scheduled for Wednesday 29 April 2026 at the Tjulyuru Cultural and Civic Centre, Warburton Community, commencing at 1pm.

**16. CLOSURE OF MEETING**

Meeting declared closed by the Presiding Member at 10.26 am

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